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MINUTES

CIA RETIREMENT BOARD MEETING

2:00 p.m., 6 May 1965

PRESENT: Mr. Emmett D. Echols

- Chairman
- DDP Member
- DDP Member
- DDP Member
- DDI Member
- DDS&T Member
- DDS Member
- DDS Member
- Legal Adviser
- Technical Adviser
- Finance Adviser
- Recording Secretary
- Executive Secretary

Mr. Alan M. Warfield

1. The minutes of the last meeting of the Board were reviewed and approved as presented.

2. The Chairman made reference to the proposed Employee Bulletin and stated his intent to have a revised draft distributed to the Board members within a few days. In this regard he called attention to a memorandum received from [REDACTED], ADDP, which stressed the importance of the Employee Bulletin and also recommended that the "memorandum of non-eligibility" be revised to provide a fuller explanation to employees as to the reasons for non-eligibility for designation as participants. It was generally concluded that such memorandum was adequate for notifying the majority of employees who clearly did not meet the service criteria for designation, but that consideration should be given to changing the general tenor of the memorandum prior to ordering additional copies. It was agreed that there would be some cases of non-eligibility in which an employee should be given a specially tailored explanation as to the reasons for non-selection upon which he could base an intelligent appeal.

3. The Board conducted its first formal review of six cases submitted in accordance with the provisions of [REDACTED] CIA Retirement and Disability System. During such review the Board recommended approval of the following named employees, in the order as listed, for designation as participants in the System:

Career Service

SC
SP
D
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The Board unanimously recommended approval of its first request for voluntary retirement under the System as submitted by [REDACTED] GS-15, Office of Communications.

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4. All of the above named employees had more than fifteen years of Agency service and more than sixty months of qualifying service which, as participants in the System, would entitle them to elect to remain in the System or to leave it. After discussion, it was generally agreed that prior to designating such employees as participants and effecting the transfer of any deposits from the Civil Service Retirement fund, it would be in order to notify such employees that they qualified for designation as participants and request them to exercise their option at that point. It was also generally agreed that those employees who indicated that they would opt out of the System would not be designated as participants.

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5. During the course of the reviews indicated above, [REDACTED] questioned whether or not the employees concerned would be notified that the Board was recommending their designation as participants in the System on the basis that they may consider such action to be adverse and wish to be heard by the Board. He read the following sentence from paragraph c. (3) of [REDACTED] "Prior to recommending an adverse determination or any other finding which adversely affects the entitlements of an employee under the System, the CIA Retirement Board will notify the employee of its tentative conclusion..." After discussion as to whether or not the designation of an employee as a participant constituted an adverse determination, [REDACTED] interpretation, that the right to be heard by the Board applied only to employees under the System, was generally accepted. It was agreed that [REDACTED] would look further into the matter.

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6. The meeting adjourned at 3:15 p.m.

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[REDACTED]
Executive Secretary

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